

BUDGET LETTER

NUMBER: 12-17

SUBJECT: 2013-14 SALARIES AND WAGES SPREADSHEET
(AUTHORIZED POSITIONS AND COST ESTIMATES)

DATE ISSUED: AUGUST 17, 2012

REFERENCES: GOVERNMENT CODE SECTION 12439

SUPERSEDES: BL 11-19

TO: Departmental Budget Officers
Department of Finance Budget Staff

FROM: DEPARTMENT OF FINANCE

BUDGET OFFICERS ARE REQUESTED TO FORWARD A COPY OF THIS BUDGET LETTER TO DEPARTMENTAL PERSONNEL OFFICERS.

This Budget Letter (BL) provides departments with instructions for preparing the 2013-14 Salaries and Wages Spreadsheet (Schedule 7A).

Note: Departments must build the 2013-14 Salaries and Wages Publication from the final 2012-13 Salaries and Wages spreadsheets that will be provided electronically by your Department of Finance (Finance) budget analyst.

<i>Deadlines and Deliverables</i>	
On or before September 24, 2012	<p>Departments must complete and return the following documents:</p> <ul style="list-style-type: none">▪ Hard copy of the Salaries and Wages spreadsheet▪ Hard copy of the signed Positions Classification worksheet▪ Electronic version of the Salaries and Wages spreadsheet <p>Departments must provide copies of the following backup documentation:</p> <ul style="list-style-type: none">▪ Schedule 8 Report▪ Supplementary Schedule 8 Report▪ Schedule 8 Summary (Form 33)

I. SALARIES AND WAGES SPREADSHEET

Position and salary information is compiled and maintained on an Excel spreadsheet. An electronic copy of the final 2012-13 Salaries and Wages spreadsheet will be distributed to the departments by your Finance budget analyst by mid-August. Departments must reconcile position and salary information and **complete and return the following documents along with all required backup documentation to your Finance budget analyst no later than September 24, 2012:**

- Hard copy of the Salaries and Wages spreadsheet
- Hard copy of the signed Positions Classification worksheet
- Electronic version of the Salaries and Wages spreadsheet

Departments must submit copies of the following backup documentation with the Salaries and Wages documents:

- Schedule 8 Report
- Supplementary Schedule 8 Report
- Schedule 8 Summary (Form 33)

II. STATE CONTROLLER REPORTS

The State Controller's Office (SCO) has released the following reports directly to departments:

- Supplementary Schedule 8 Report
- Abolished Vacant Position Report
- Blanket Balance Position Expenditure Report

Any adjustments made to these reports must be reflected on the Salaries and Wages spreadsheet in accordance with the guidelines outlined in the State Administrative Manual (SAM) Sections 6415, et seq. Attachment A describes the documents used by departments to develop the Salaries and Wages Publication.

III. SALARIES AND WAGES SPREADSHEET PREPARATION

Departments must comply with the following instructions:

1. **Career Executive Assignment Positions**—Reflect the salary range for all Career Executive Assignment (C.E.A.) positions as follows: C.E.A. I = \$6,173 - \$7,838; C.E.A. II = \$7,815 - \$8,616; C.E.A. III = \$8,594 - \$9,476; C.E.A. IV = \$9,018 - \$9,939; C.E.A. V = \$9,544 - \$13,381. Maximum rate for non-physicians, non-attorneys, and non-engineers is \$10,520. Maximum rate for physicians, attorneys, and engineers is \$13,381. These salary ranges reflect base pay range before furloughs or Personal Leave Program (PLP).
2. **Merit Salary Adjustments**—Merit Salary Adjustment (MSA) expenditure projections, except for C.E.A. positions, are included on the Schedule 8 by the SCO. C.E.A. salary levels must be adjusted manually to reflect the proper levels. The current 2012-13 Budget does not include statewide funding for MSAs. Any net costs incurred by departments for this purpose must be absorbed within existing resources.
3. **Permanent Employees**—Generally, all permanent employees (full-time and part-time) must fill established positions. Permanent positions should not be budgeted in blanket authorizations.
4. **Salary Range**—Include a corresponding salary range for each classification. These salary ranges reflect base pay range before furloughs and PLP. Within each segment of the Salaries and Wages spreadsheet, sort positions in descending order according to the **minimum step of the salary range**.
5. **Partial-Year Authorizations**—Positions that are authorized for less than a full fiscal year must reflect the **net position count** and the **net associated dollars**.

6. **Temporary Help Authorizations**—Display positions for all three years, including positions for student assistants, seasonal, and other personnel used for temporary purposes. Do not include permanent employees (full-time or part-time) other than permanent intermittent in the temporary help authorizations.
7. **Overtime**—Budget overtime as a separate line entry. Do not display positions for overtime.
8. **Blanket Authorizations**—Pursuant to BL 12-03, guidance for blanket authority usage, review, and approval will be released in the following months.
9. **Reorganizations**—Reorganizations that are proposed for the 2013-14 Budget must first be approved by Finance. Upon Finance’s approval, reflect a condensed version of proposed reorganizations in the Changes in Authorized Positions, not in the Salaries and Wages spreadsheet.
10. **Limited-Term Positions**—A limited-term position is any position that has been authorized for a specific length of time with a set termination date. List all limited-term positions at the end of the Salaries and Wages presentation in footnote format following the “**Continuously Vacant Positions Abolished by the State Controller per Government Code Section 12439**” display.
11. **Continuously Vacant Positions**—Government Code section 12439 pertains to the abolishment of continuously vacant positions. The major provisions include:
 - The SCO identifies and abolishes positions that are vacant for six consecutive monthly pay periods, irrespective of fiscal years (pursuant to Chapter 1124, Statutes of 2002).
 - Departments can self-certify reestablishments by August 15 for positions that meet specified conditions during the vacancy period.
 - Departments may not execute any personnel transactions for the purpose of circumventing the provisions of the section.
 - Each department is required to include information discussing its compliance with this section when it prepares its report pursuant to Government Code section 13405.

On July 1 of each year, the SCO abolishes the continuously vacant position(s). These abolished positions are not included on the Schedule 8. The SCO generated an initial listing of abolished positions for departments in mid-July. The positions identified for abolishment can be eliminated from the abolishment listing for any SCO technical errors, departmental self-certifications of positions to be exempted from the abolishment, or any Finance authorized reestablishments meeting specified criteria by specified deadlines. Any of these approved adjustments must be added via Form 33 and the Salaries and Wages (Schedule 7A).

12. Vacant Positions—Reflect vacant positions at the first step of the appropriate classification, except for positions within interchangeable classes. Reflect vacant positions with interchangeable classes at the minimum step of the: (a) lowest salary range for groups consisting of two classes, (b) middle salary range for groupings which contain an odd number of classes, or (c) lowest salary range of the lowest classification of the two middle classes for groupings which contain an even number of classifications in excess of two.

13. Subtotals—Include the following subtotal lines below the **TOTALS, AUTHORIZED POSITIONS** line:

- Regular/Ongoing Positions
- Temporary Help
- Overtime

There is no need to include a subtotal line that displays zero for positions and dollars for all three years.

14. Positions Classification Worksheet—Departments will receive a Positions Classification worksheet with their Salaries and Wages spreadsheet. This information will be used to develop the Summary Schedule 4 (Positions and Salary Cost Estimates) for the 2013-14 Governor's Budget Summary. Enter the authorized positions and dollar amounts (in thousands) for civil service (including all blankets), statutory, constitutional, and exempt on the worksheet.

It is the department's responsibility (department head or designee) to sign each worksheet to certify that existing positions established on the SCO position roster, as amended by the appropriate department payroll and position documents, reflect the approved program. Certification to the SCO is no longer required (SAM Section 6521).

15. Standard Abbreviations (Attachment B)—Use only the abbreviations in the attached listing.

16. Salary Adjustments—Current collective bargaining agreements do not propose salary increases for state employees in 2012-13. The 2013-14 funding adjustments for salary changes, including the top step increases as ratified by the Legislature, will be centrally carried by Finance. Therefore, departments must not make any salary adjustments in the 2013-14 Governor's Budget for this issue. Instead, these salary adjustments will be distributed to departments during the development of the 2014-15 Governor's Budget, and addressed in the fall of 2013 Employee Compensation Adjustments BL. In addition, departments must not include the top step increases, effective July 1, 2013, in the 2013-14 column of the Schedule 7A. You may view collective bargaining agreements on the CalHR website <http://www.calhr.ca.gov/state-hr-professionals/Pages/bargaining-contracts.aspx>.

17. Personal Leave Program (PLP) or Furlough Reductions—The Schedule 8, issued recently by the SCO, does not reflect PLP or furlough reductions for the 2012-13 fiscal year for any position as of June 30, 2012. Departments must include a PLP and/or furlough reduction for the full 2012-13 fiscal year; this reduction must be included in 2012-13. The calculated percentage of the furlough reduction for most bargaining units is 4.62 percent. However, some bargaining units may have a different calculation. You may view the furlough reduction calculation for a particular bargaining unit on the CalHR website www.calhr.ca.gov/Pay%20Differentials%20Library/Pay_Differential_386.pdf.

To reflect the 2012-13 reductions, Finance has inserted a single row labeled "PLP/Furlough Reduction" at the end of each department's Salaries and Wages spreadsheet above the "TOTALS, AUTHORIZED POSITIONS" row as shown in Attachment C. Departments are responsible for providing the PLP/furlough reduction amounts on the "PLP/Furlough Reduction" line using the following instructions:

The "PLP/Furlough Reduction" line in the 2012-13 fiscal year must include the reduction in expenditures calculated on both filled and vacant positions for 12 months in 2012-13. The "PLP/Furlough Reduction" line in the 2013-14 fiscal year must reflect "0" (shown as a dash on the spreadsheet) since the PLP and furloughs are scheduled to end June 30, 2013. Further instructions on this reduction will be included in an upcoming Employee Compensation Reduction BL.

If you have any questions regarding this BL, please contact your Finance budget analyst.

/s/ Veronica Chung-Ng

Veronica Chung-Ng
Program Budget Manager

Attachments

**DOCUMENTS USED IN THE DEVELOPMENT
OF THE SALARIES AND WAGES PUBLICATION**

Finance Conversion Code (FCC) Report—As of April 18, 2012, the SCO sent a Memorandum to departments stating that it has been determined the FCC Report will no longer be produced. Therefore, the FCC Report will no longer be part of the Preliminary Budget Reports package that is provided by the SCO.

Schedule 7A Spreadsheet—The Schedule 7A spreadsheet represents a summary listing of all authorized regular/ongoing positions by classification within each reporting unit as of a specified point in time. The initial Schedule 7A spreadsheets display position information authorized as of June 30, 2012.

Supplementary Schedule 7A—As of April 18, 2012, the SCO sent a Memorandum to departments stating that it has been determined the Supplementary Schedule 7A Report will no longer be produced. Therefore, the Supplementary Schedule 7A Report will no longer be part of the Preliminary Budget Reports package that is provided by the SCO.

Schedule 8—A listing of approved established regular/ongoing positions with related personnel information, including past year expenditures by class code and estimated expenditures for the current and budget years for each position.

Supplementary Schedule 8—A listing of current year and budget year information on employees for which there are no established positions (by Standard Form 607 action) to continue beyond June 30 of the past year or for those positions with a non-existent class code. Past year expenditures, if any, for these employees are displayed on the Schedule 8.

Positions Classification Worksheet—A document completed by each department reflecting the total number of civil service, constitutional, statutory, and exempt positions authorized for the current year as reported in the current (2012-13) Salaries and Wages Publication. The current authorized level is continued into the budget year (2013-14).

The Positions Classification worksheet is to be updated and returned to Finance along with the Salaries and Wages spreadsheet. To complete the Positions Classification worksheet, the departmental Budget Officers must:

1. Update the authorized levels based on recent constitutional or statutory changes.
2. Report past year positions expended based on Schedule 8 reports from the SCO (include all blankets).
3. Insert authorized civil service positions (include all blankets).
4. Add and post position totals.
5. Correct and update "Expenditures" columns (**in thousands**) to correspond with changes for "Positions." Only dollars are included for overtime.
6. The "Totals, Authorized Positions" line (both positions and dollars) must agree with the totals on the completed Salaries and Wages spreadsheet. These totals must also agree with the "Authorized Positions" line in the Expenditures by Category and the Changes in Authorized Positions in the budget spreadsheet.

**DOCUMENTS USED IN THE DEVELOPMENT
OF THE SALARIES AND WAGES PUBLICATION**

7. Sign each worksheet to certify that the authorized positions reported reflect the approved program.

Abolished Vacant Position Report—A listing of all positions that were vacant for six consecutive monthly pay periods. Any state position that is vacant for six consecutive monthly pay periods is to be abolished by the SCO on the following July 1. The six consecutive monthly pay periods may occur entirely within one fiscal year or between two consecutive fiscal years.

Blanket Position Expenditure Report—A listing of established blanket numbers (for overtime, temporary help, seasonal, etc.) with the corresponding dollars and personnel years expended and the remaining balance.

Standard Form 607—Standard 607 position documents received by the SCO by June 15 are normally reflected on the SCO's reports.

Schedule 8 Summary Reconciliation—This summary schedule is prepared by departments to reconcile the total authorized number of positions listed in the 2012-13 Governor's Budget as amended by the Legislature's actions and the Governor's vetoes. These amendments are reflected in the Final Change Book. Differences in the number of positions are to be explained with references to documents which support the changes (see SAM Section 6448).

Payroll Certification Notice—Upon completion of the Schedule 8 Summary reconciliation, departments (department head or designee) must sign the Positions System Worksheet to certify that existing positions established on the SCO position roster, as amended by appropriate department payroll and position documents, reflect the approved program. Certification to the SCO is no longer required (see SAM Section 6521).

ATTACHMENT B BL 12-17

Word	Abbreviation
academic	aad
academic year	acad yr
account(s)	acct(s)
accounting	acctg
administrative	adm
administration	admin
advisor	advr
affairs	affs
agricultural	agric
agriculture	agri
and	&
appointment	appt
apprentice	apprnt
assessment	assess
assistant	asst
associate	assoc
attorney	atty
automotive	auto
bilingual—bicultural	bi/bi
biology	biol
board	bd
branch	br/brch
building	bldg
bureau	bur
business	bus
Dept of Transportation	Caltrans
captain	capt
career executive appointment	C.E.A.
center	cntr/ctr
certification	cert
chemistry	chem
clerk	clk
compensation	comp
conservation	cons
construction	constrn
control	cntrl
coordinator	coord
corporate	corp
corrections	corrs
correctional	corr
county	co
criminal	crim
curriculum	curr/curric
data processing	DP
department	dept
departmental	deptl
deputy	dep
determination(s)	determ(s)
development	dev/developmt
developmental	develmtl
disability	dis
dispatch	disp
district	dist
division	div
drafting	drftg
duplicating	dup
economic	econ
education	ed/educ

Word	Abbreviation
electrical	elec
electronic data processing	EDP
employee and employer	emp/emp
employment	empt
engineer	enrg
engineering	engrng
environment	envirn
environmental	envirntl
equal employment opportunity	EEO
equipment	equipt
evaluation	eval
examination	exam
executive	exec
federal	fed
federal fund	FF
field	fld
general	gen
government	gov
governmental	govtl
handicap	hdcp
health	hlth
high occupancy vehicle	HOV
highway	hwy
hospital	hosp
hydraulic	hyd
hydroelectric	hyd
identification	id
information	info
inheritance	inh
inspector	insp
institutional	instl
instruction	inst
instructional	instl
insurance	ins
intergovernmental	intergovtl
intermediate	inter
international	intntl
junior	jr
laboratory	lab
leadership	ldrshp
legislative	legis
level of care	LOC
licensing	lic
lieutenant	lieut
machine	mach
maintenance	maint
management	mgt/mgmt
manager	mgr
managerial	mgrl
mechanical	mech
medical	med
member	mbr
month	mo
mountain	mt
nonsupervisory	nonsuprvy
occupational	occ
office	ofc
officer	off/ofcr

Word	Abbreviation
operations	ops/oper(s)
operator	opr
organization	org
personnel	pers
pesticide	pest
physical	phys
planner	plnr
planning	plan
power	pwr
prevention	prev
principal	prin
processing	proc
production	prod
professional(s)	prof(s)
program(s)	pgrm/prog(s)
project	proj
property	prop
psychiatric	psych
public	pub
recreation	recre
record(s)	recd(s)
registration	regis
regulatory	reg
rehabilitation	rehab
reimbursement	reimb
representative	rep
reproduction	reprod
residential	res
retirement	ret
river	rvr
secretary	secty
section	sec/sect
senior	sr
sergeant	sgt
service(s)	svc(s)
social	soc
southern	so
specialist	spec
standards	stds
statistics	stat
stenographer	steno
subdivision	sub
superintendent	supt
supervising	supvng
supervisor	supvr
supervisory	supvrl
supervisory	supvry
system(s)	sys(s)
technical	tech
technician	techn
technology	tech
telecommunication	telecomm
television	TV
training	trng
transportation	transp
veterinary	vet
vice president	VP
vocational	voc

0000 STATE DEPARTMENT

ORGANIZATIONAL UNIT Classification	NUMBER OF POSITIONS			EXPENDITURES		
	Filled 2011-12	Authorized 2012-13	Proposed 2013-14	Actual 2011-12 (Salary Range)	Estimated 2012-13	Proposed 2013-14
Administration						
Exec Director	0.9	1.0	1.0	\$8,369-9,053	\$105,300	\$105,300
Program Mgr I	0.8	1.0	1.0	5,079-6,127	64,267	67,483
Assoc Program Officer	0.8	2.0	2.0	4,400-5,348	107,140	112,497
Exec Asst	0.6	1.0	1.0	3,288-3,996	45,674	45,674
Staff Services Analyst	0.9	-	-	2,817-4,446	-	-
PLP/Furlough Reduction	-	-	-	-	-14,894	-
TOTALS, AUTHORIZED POSITIONS	4.0	5.0	5.0	\$256,132	\$307,487	\$330,954
<i>Regular/Ongoing Positions</i>	4.0	5.0	5.0	256,132	307,487	330,954

Finance has inserted a row above the "TOTALS, AUTHORIZED POSITIONS" line to display the reductions for the PLP/Furlough issues.

The "PLP/Furlough Reduction" line in the 2012-13 fiscal year must include the reduction in expenditures calculated on both filled and vacant positions for 12 months in 2012-13.

The "PLP/Furlough Reduction" line in the 2013-14 fiscal year must reflect "0," displayed as a "-."